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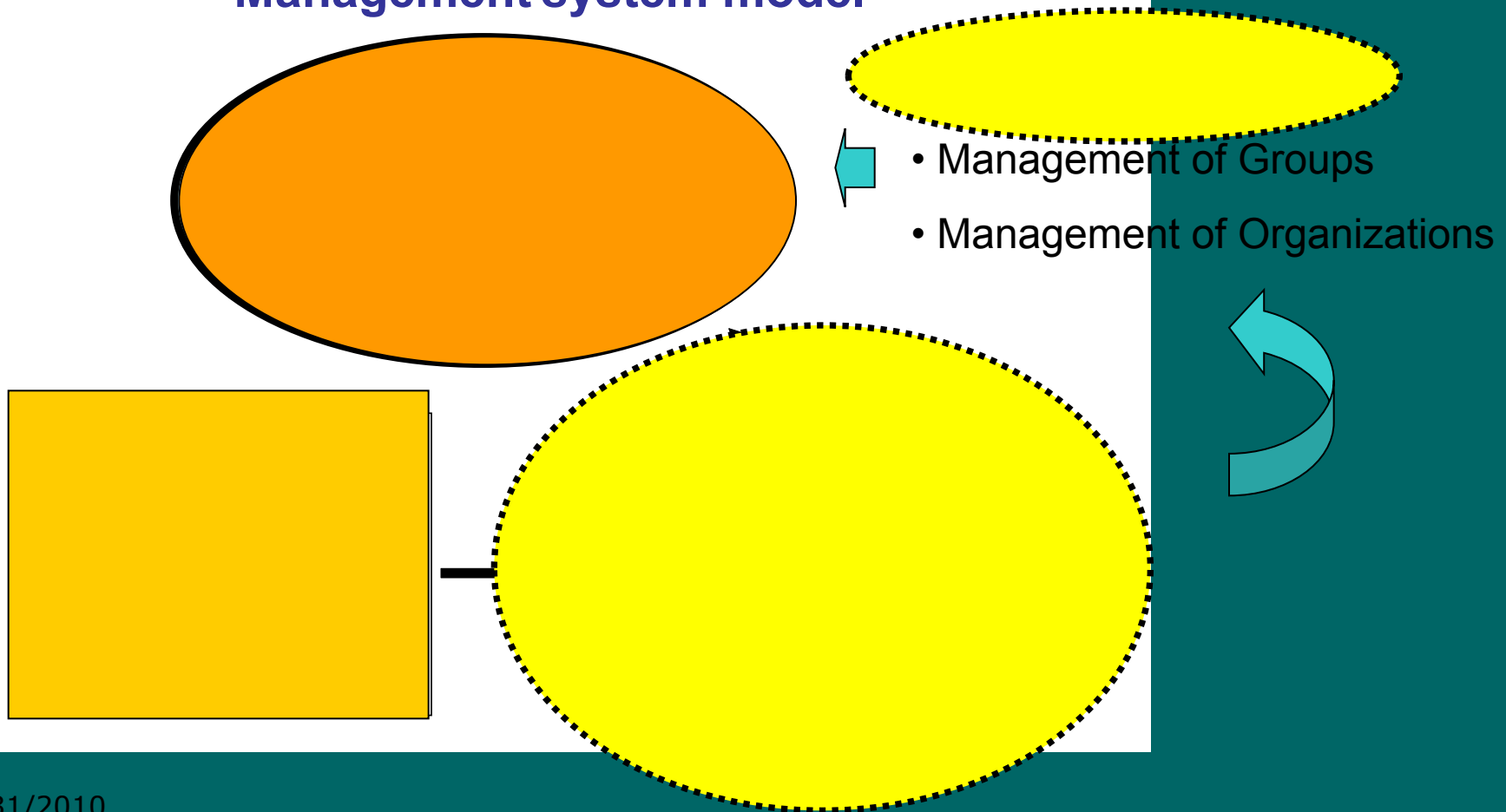
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Developing management tools within the scope of  
General Management

Dealing with particular tools

- How to avoid procrastination
- Overcoming obstacles
- Time management
- How to study more effectively

## Management system model



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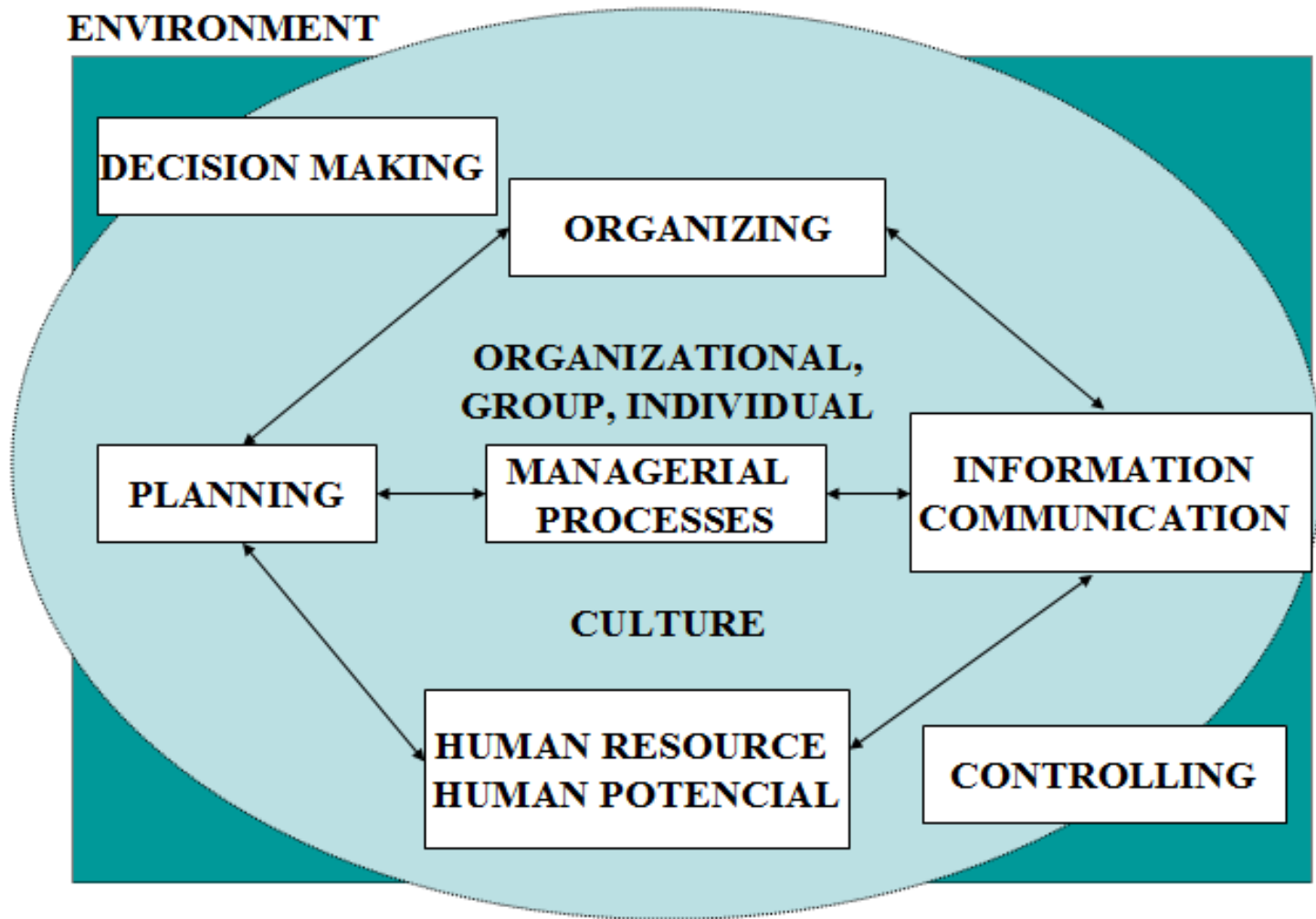
## Self Management does not equal Personal management

The second cornerstone of management system makes up assumptions for individual's mission performance and development. As well, tools for groups and organizations.

We apply particular managerial approaches, methods and techniques. The level of Self Management depends of the quality of Personal management at all. Self Management makes possible the third cornerstone - leadership.

Exist number of tools, guidelines, recommendations etc.  
In holistic management we stratificated key components

**ENVIRONMENT**





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The essence of procrastination is very well reflected in this quote by Bernard Meltzer:

**“Hard work is often the easy work you did not dot do at the proper time”.**

## **Overcome Procrastination:**

Recognition of procrastination  
Why You are procrastinating  
Get over it

Time Management. How to avoid procrastination. Cit [1-4/2009]. Available at: <http://www.time-management-guide.com/procrastination.html>



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Sometimes we are assigned a task that seems too difficult for us to perform.

We are assigned more work than can reasonably get accomplished.

To be successful in the workplace, an individual must be flexible and must be able to think “outside the box” to develop solutions.

Instructor Manual. Personal Management Skills, Soft Skills Training Curriculum. Neighborhood Networks




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## **Nine step decision making process**

When complicated situations arise, it sometimes helps to use a specific decision-making process to ensure that you carefully consider all of the alternatives, as well as the consequences of each alternative.





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The magnitude of Time Management is much reflected in the quotation of the one, probably most known and influential, economists of 20th century – John Maynard Keynes:


**“In the long run we are all death”.**



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## **First Things First**

The main subject of time management is expansion of Stephen Covey's third habit First Things First. This principle is called The Common Denominator of Success. Successful people accomplish their aversion to do anything disliked conform to purpose



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Types of intelligence and study habits  
Strategies  
Study Schedule  
Taking examinations



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## **How to study**

Survey

Reading, underlining and take notes

Take Remark Card System

Review

Audio option

Overlearning



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Preparing To-Do List  
Using To-Do List  
Key Point



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Work out To-Do List for next week